From:
 Tyson, Linda

 To:
 Townsend, Tom

 Cc:
 Poland, Melody

 Subject:
 RE: 000 VTC 10/11

**Date:** Wednesday, October 05, 2016 12:18:00 PM

Attachments: <u>image001.png</u>

I've sent out an invite for Thu 10/13 1-3pm. Expectation is that Richard Whitman from the Governor's office, and Kevin Parrett from DEQ will participate from OOO VTC.

I will let you know if anything changes – thanks!!

LT

From: Townsend, Tom

Sent: Wednesday, October 05, 2016 12:01 PM

**To:** Tyson, Linda **Cc:** Poland, Melody

**Subject:** RE: OOO VTC 10/11

OK, Thanks.

I've added Melody to this conservation as I will be leaving early today, so please keep us both

on your emails. Thanks Again,

Tom 6-2763

From: Tyson, Linda

**Sent:** Wednesday, October 05, 2016 11:56 AM **To:** Townsend, Tom < <u>Townsend.Tom@epa.gov</u>>

**Subject:** RE: OOO VTC 10/11

Good Guess!

Please hold Wed 1-3 – I'll confirm with you later :+)

From: Townsend, Tom

**Sent:** Wednesday, October 05, 2016 10:59 AM **To:** Tyson, Linda < Tyson.Linda@epa.gov >

**Subject:** RE: OOO VTC 10/11

LOL!! Sounds like a Portland Harbor SF Site discussion. Currently Wednesday - 1100 - 1300; Monthly EPA / ODEQ Staff & Managers Mtg (VTC). So a 1300 – 1500 works as well.

Tom 6-2763

**From:** Tyson, Linda

**Sent:** Wednesday, October 05, 2016 10:56 AM **To:** Townsend, Tom < <u>Townsend.Tom@epa.gov</u>>

**Subject:** RE: OOO VTC 10/11

How's Thursday afternoon look (10/13)? 1-3pm??

From: Townsend, Tom

Sent: Wednesday, October 05, 2016 10:48 AM

To: Tyson, Linda < Tyson.Linda@epa.gov >

**Subject:** RE: OOO VTC 10/11

Good Morning Linda,

Currently the following is scheduled: Tuesday - 1130 - 1300; Hispanic Heritage Month Event (VTC) Brownbag & 0900 - 1400; R10 EJ State Coordinator Mtg (using the back half of the room without the VTC.) How many participates are you expecting to need to use the room & VTC? This will help me to know if we can support two meetings at once as currently scheduled.

Thanks, Tom

6-2763

From: Tyson, Linda

**Sent:** Wednesday, October 05, 2016 10:37 AM **To:** Townsend, Tom < <a href="mailto:Townsend.Tom@epa.gov">Townsend.Tom@epa.gov</a>>

**Subject:** 000 VTC 10/11

**Importance:** High

Hi Tom – what potential conflicts would there be for using your VTC on Tuesday afternoon?



Linda Tyson, Executive Assistant
Office of the Regional Administrator
U.S. EPA, Region 10
1200 Sixth Avenue, Mail Stop RA-210
Seattle, Washington 98101-3140

(206) 553-1327